

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: PROGRAMMER I –
COBOL, JCL, DB2, VSAM

SALARY GROUP: B17

DEPARTMENT: Information Technology Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Charlotte Anderson DATE: 07/18/2014

POSITION #: 008007

I. JOB SUMMARY

Performs entry-level to routine computer programming work. Work involves assisting in analyzing systems to develop programs for computer applications; preparing solution programs; documenting the methods and procedures used in program development; and testing, debugging, and correcting programs. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Writes, tests, debugs, and maintains entry-level to routine Common Business Oriented Language (COBOL) programs.
- B. Documents procedures used in program development and revision.
- C. Prepares written instructions for computer operations for use during production runs.
- D. Modifies and tests programs using programmer written Job Control Language (JCL).
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

- 1. Graduation from an accredited senior high school or equivalent or GED and one year full-time, wage-earning data processing experience

or

thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) with six semester hours in Computer Science or Management Information Systems.

- 2. Data processing, computer programming, or support and maintenance of microcomputers experience preferred.
- 3. Criminal justice experience preferred.

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B. Knowledge and Skills

1. Knowledge of data processing methods and equipment.
2. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
3. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
4. Skill to write, test, debug, and maintain COBOL programs for computer applications.
5. Skill in problem-solving techniques.
6. Skill to communicate ideas and instructions clearly and concisely.
7. Skill to perform detail work accurately.
8. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
9. Skill to plan work in order to meet established guidelines.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 15-44 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.